



DEPARTMENT OF HEALTH SERVICES

**EQUIPMENT MAINTENANCE AND
REPAIR SERVICES (EMARS)**

REQUEST FOR RATES

ENDOSCOPE

April 2018

Prepared by
Contracts and Grants Division

1.0 INTRODUCTION

1.1 Purpose

The County of Los Angeles (County), Department of Health Services (DHS) is releasing this Request for Rates (RFR) solicitation for as-needed, endoscope equipment maintenance and repair services in order to obtain responses from qualified firms and establish Agreements under a Equipment Maintenance and Repair Services (EMARS) Master Agreement. Contractors that can provide these services to the County Hospitals (hereafter, collectively referred to as “Facilities”) at the locations listed below. These services are currently provided under an agreement that expires on June 30, 2018.

Harbor-UCLA Medical Center

1000 West Carson Street
Torrance, CA 90509

LAC+USC Medical Center

2051 Marengo Street
Los Angeles, CA 90033

Olive View-UCLA Medical Center

14445 Olive View Drive
Sylmar, CA 91343

Rancho Los Amigos National Rehabilitation Health Center

7601 East Imperial Highway
Downey, CA 90242

2.0 REQUESTED INFORMATION

Interested and qualified firms that meet the minimum requirements below are invited to submit a RFR response for a Master Agreement under EMARS.

2.1 Minimum Qualification Requirements

All Respondents shall meet the Minimum Qualification Requirements under either Option 1 or Option 2 and shall submit respective Exhibits as instructed below. Any Respondent not meeting the Minimum Qualifications may, at the discretion of DHS, be disqualified.

Minimum Qualification Option 1:

Respondent currently has been in continuous operation for the last five (5) years within the United States, providing maintenance and/or repair services as described in Exhibit A, Statement Of Work for endoscope equipment similar or equal to those listed in Exhibits B-1 and B-2. If Respondent qualifies under Option 1, please complete and submit the following:

- Exhibit B-1, Rate Sheet, Maintenance and Repair Services - All Inclusive (in both Excel and PDF file formats)
- Exhibit B-2, Rate Sheet, Maintenance and Repair Services - As-Needed (in both Excel and PDF file formats)
- Exhibit C, Organization Questionnaire/Affidavit and CBE Information
- Exhibit D, Minimum Qualifications Requirement Verification
- Exhibit E, Prospective Contractor References

-OR-

Minimum Qualification Option 2:

Respondent is an existing DHS Contractor in good standing with a Board of Supervisors (Board) approved Service Agreement for providing maintenance and/or repair services as described in Exhibit A, Scope Of Work for similar or equal to endoscope equipment listed in Exhibit B-1 and Exhibit B-2. Such Contractor shall be preliminarily deemed pre-qualified. If Respondent qualifies under Option 2, please complete and submit the following:

- Exhibit B-1, Rate Sheet, Maintenance and Repair Services - All Inclusive (in both Excel and PDF file formats)
- Exhibit B-2, Rate Sheet, Maintenance and Repair Services - As-Needed

2.2 Questions

If you have any questions, please contact Andrew Lee at the following e-mail address: alee10@dhs.lacounty.gov.

2.3 Response Submission Instructions:

The initial due date for RFR response forms is 12:00 p.m. on Wednesday, May 9, 2018. Respondent shall submit RFR response forms to:

Andrew Lee, Contract Analyst via e-mail:
alee10@dhs.lacounty.gov

Responses that are submitted after the initial due date and time indicated above may be considered for review at the convenience of the County. Once the County's needs are met, the RFR solicitation may be suspended. The solicitation will be re-opened if the County needs additional Contractors.

3.0 REVIEW AND SELECTION PROCESS

The County will review the RFR responses. As a result of the review of RFR responses, the County may:

- Request further information and/or documents, presentations and/or conference call or in-person interviews substantiating Respondent's qualifications, experience, and readiness to provide the requested services;
- Enter into a Master Agreement with Respondent(s); and/or
- Take no further action at this time, on this matter.

DHS may select, at its sole option, one or more Respondents to recommend to the Board of Supervisors for award of a Master Agreement. If a Respondent is selected to enter into a Master Agreement, DHS will provide the Respondent with such Master Agreement for review and approval.

4.0 GENERAL CONDITIONS

4.1 False, misleading, incomplete, or deceptively unresponsive statements in connection with a Response shall be sufficient cause for rejection of the Response.

4.2 Final Agreement Award by the Board of Supervisors

The County is not responsible for representations made by any of its officers or employees prior to the execution of an Agreement with the County unless such understanding or representation is included in the Agreement.

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a Contractor and the terms of any resultant Agreement, and to determine which Contractor best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, an Agreement.

4.3 Notice to Respondents Regarding the Public Records Act

- 4.3.1 Responses to this RFR shall become the exclusive property of the County.
- 4.3.2 Exceptions to disclosure are those parts or portions of all Responses that are justifiably defined as business or trade secrets, and plainly marked by the Respondent as "Trade Secret", "Confidential", or "Proprietary".
- 4.3.3 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the Response as confidential shall not be deemed sufficient notice of exception. Respondents must specifically label only those provisions of their respective Response which are "Trade Secrets", "Confidential", or "Proprietary" in nature.
- 4.3.4 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Response marked "confidential," "trade secrets," or "proprietary," Respondent agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.